

ABOUT LTASC

LTASC stands for...

Long-Term Administrative Support Contract.

LTASC is...

a multiple award contract that provides long-term administrative support services on a task order basis to customers across all ICs.

VENDOR SERVICES

The following labor categories are available under this contract:

Admin 1: Entry-Level Administrative Assistant

Performs basic level administrative functions including general clerical work.

Admin 2: Administrative Assistant

Performs administrative and office support activities that require an ability to multi-task and assist multiple NIH employees at once.

Admin 3: Senior Administrative Assistant

Performs complex administrative tasks and will typically be supporting senior staff.

Admin 4: Executive Assistant

Performs administrative duties for executive management.

BENEFITS OF USING LTASC

This contract:

- was created with community input to increase effectiveness and usability,
- is available to all ICs in all locations,
- satisfies administrative support needs on a long-term basis,
- provides qualified and cost-effective personnel through competition among vendors,
- offers a management infrastructure to support the customer, and
- presents the customer with control over key aspects of the process.

VENDORS

Ace Info Solutions, Inc.	Exhibit Arts, LLC
Advanced Automation Tech	Federal Solutions, Inc.
Alutiiq International Solutions	Focused Management, Inc.
Amex International	GAP Solutions, Inc.
Aquiline Inc.	Global Solutions Network
ASRC Research & Tech	Healthcare Resource Network
Beacon Associates	Intaset Technologies
CCI Staffing	MES
Coastal Management Solutions	MRF Consulting, LLC
Contemporaries	Staffing Alternatives, Inc.
DOMA Technologies, LLC	VETS
Dynamic Systems Technology	VMD Systems Integrator
Encore Management	

CONTACT INFORMATION

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Contact the resources above or visit the LTASC website for additional information.

<http://LTASC.od.nih.gov>

HOW TO PLACE AN ORDER AGAINST LTASC

The basic acquisition process is described below:

1. The IC customer and its COAC create a Task Order Request Package (TORP) using the eGOS application accessed from the LTASC website.
2. The TORP is routed to the LTASC Program Support team via eGOS for review and released to vendors.
3. Vendors submit proposals (typically resumes of administrative support personnel and pricing information) via eGOS.
4. IC reviews proposals and selects the Awardee.
5. The IC awards the task order (vendor starts work once the task order is signed).